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Patent  
Attorney's Docket No. 033386-001

IN THE UNITED STATES PATENT AND TRADEMARK OFFICE

In re Patent Application of )  
)  
) Group Art Unit: 2167  
)  
Application No.: 10/091,140 ) Examiner: Unassigned  
)  
Filed: 06 March 2002 ) Confirmation No.: 5151  
)  
For: BUSINESS ANALYSIS TOOL )

**TRANSMITTAL LETTER FOR MISSING PARTS OF APPLICATION**

**BOX: MISSING PART**

Assistant Commissioner for Patents  
Washington, D.C. 20231

Sir:

In complete response to the Notice to File Missing Parts of Application Under 37 C.F.R.  
§ 1.53(b) dated 09 April 2002, enclosed please find:

- ☒ a Combined Declaration and Power of Attorney signed by the inventor(s);  
[ ] Note that the inventor(s) identified on the currently filed Combined  
Declaration and Power of Attorney is different from those listed on the  
application filing papers.
- ☒ the surcharge of ☒ \$65.00 (205) [ ] \$130.00 (105) as set forth in 37 C.F.R.  
§ 1.16(e);
- [ ] a Request for Refund;
- ☒ a Petition for Extension of Time;
- [ ] a verified English translation of the Application, and the \$130.00 (139) fee as set  
forth in 37 C.F.R. § 1.17(k);
- [ ] an Assignment document and a separate check for the \$40.00 (581) Assignment  
recordation fee;
- ☒ drawings for publication;
- [ ] other \_\_\_\_\_;
- ☒ a check in the amount of \$ 435.00 for the fee due for missing parts; and
- [ ] charge \$ \_\_\_\_\_ to Deposit Account No. 02-4800 for the fee due for  
missing parts.

(07/02)

[ ] Small entity status is hereby claimed.

The Commissioner is hereby authorized to charge any appropriate fees under 37 C.F.R. §§ 1.16, 1.17 and 1.21 that may be required by this paper, and to credit any overpayment, to Deposit Account No. 02-4800. This paper is submitted in duplicate.

Respectfully submitted,

BURNS, DOANE, SWECKER & MATHIS, L.L.P.

P.O. Box 1404  
Alexandria, Virginia 22313-1404  
(703) 836-6620

By: \_\_\_\_\_



M. David Ream  
Registration No. 35,333

Date: 09 August 2002

1009140-030902



## UNITED STATES PATENT AND TRADEMARK OFFICE

COMMISSIONER FOR PATENTS  
UNITED STATES PATENT AND TRADEMARK OFFICE  
WASHINGTON, D.C. 20231  
www.uspto.gov

APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
10/091,140	03/06/2002	3-1) Business Towl, LLC FGM-PK/MDR	033386-001

CONFIRMATION NO. 5151

## FORMALITIES LETTER

Frederick K. Michaud, Jr.  
BURNS, DOANE, SWECKER & MATHIS, L.L.P.  
P.O. Box 1404  
Alexandria, VA 22313-1404



\*OC000000007830988\*

Date Mailed: 04/09/2002

## NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

08/13/2002 BABRAHA1 00000057 10091140

01 FC:201 370.00 OP  
02 FC:205 65.00 OP

FILED UNDER 37 CFR 1.53(b)

## Filing Date Granted

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The statutory basic filing fee is missing.  
*Applicant must submit \$ 370 to complete the basic filing fee for a small entity.*
- The oath or declaration is missing.  
*A properly signed oath or declaration in compliance with 37 CFR 1.63, identifying the application by the above Application Number and Filing Date, is required.*
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(l) of \$65 for a small entity in compliance with 37 CFR 1.27, must be submitted with the missing items identified in this letter.
- **The balance due by applicant is \$ 435.**

The application is informal since it does not comply with the regulations for the reason(s) indicated below.

The required item(s) identified below must be timely submitted to avoid abandonment:

- Substitute drawings in compliance with 37 CFR 1.84 because:
  - drawing sheets do not have the appropriate margin(s) (see 37 CFR 1.84(g)). Each sheet must include a top margin of at least 2.5 cm. (1 inch), a left side margin of at least 2.5 cm. (1 inch), a right side margin of at least 1.5 cm. ( 5/8 inch), and a bottom margin of at least 1.0 cm. (3/8 inch);

*A copy of this notice MUST be returned with the reply.*

APR 15 02

Tseyevden

Customer Service Center

Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE

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